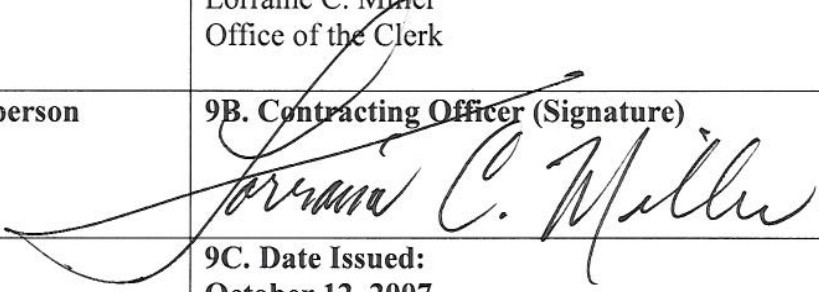


House of Representatives
Office of the Clerk
H-154, U.S. Capitol
Washington, D.C. 20515

Amendment of Solicitation Human Resources Management System (HRMS)		PAGE 1 OF PAGE 8
1. AMENDMENT NO. 1	2. EFFECTIVE DATE October 12, 2007	
3. NAME AND ADDRESS OF CONTRACTOR (Street, County, State and Zip Code):	4A. AMENDMENT OF SOLICITATION NO. CLK07000419	
	4B. DATE September 14, 2007	
5. THIS ITEM AMENDS THE SOLICITATION AS DESCRIBED BELOW: (Organized by UCF section headings, including solicitation contract subject matter where feasible.) This Amendment is issued to provide answers to questions submitted October 9, 2007. The House will not accept further questions pertaining to the RFP. If any detail of the solicitation remains unclear then consider the solicitation in its entirety, assume the most appropriate course of action, and propose accordingly. All assumptions made in this regard shall be listed and clearly explained in your proposal. Except as provided herein, all terms and conditions of the document referenced in item 5A, as heretofore changed, remains unchanged and in full force and effect.		
7. IMPORTANT: Contractor shall sign and return a copy of this amendment to the issuing office with their signed proposal.		
8A. Name and Title of Signer (Type or Print)	9A. Name and Title of Signer (Type or Print) Lorraine C. Miller Office of the Clerk	
8A. Contractor/Offeree (Signature of person authorized to sign)	9B. Contracting Officer (Signature) 	
8C. Date Issued:	9C. Date Issued: October 12, 2007	

Questions in response to RFP CLK07000419 – Human Resources Management Systems (HRMS)

Question # 1: In addition to the timekeeping functions, will this software be the official House human resources personnel data system?

No.

Question # 2: If item 1 above is no, will the software need to interact with the official HR personnel data system?

No.

Question # 3: How many people would need access for administrative purposes?

Four total. One technical administrator in Legislative Computer Systems and three administrators in Personnel.

Question # 4: After reviewing this proposal, it reads that you are expecting the responses to include software with systems integrator for the implementation components. Is this a correct assumption, or can a vendor respond with a software bid only?

Yes. The winning bid includes installation and implementation.

Question # 5: How do we let House of Representatives know we are interested in participating in the demonstrations on October 31st - November 1st with the actual submissions of the proposal due November 6th?

Section L.1 on page 20 states “Each Offeror must notify the Contract Administrator listed in Section G of this RFP if they wish to schedule a demonstration.”

Question # 6: Are you planning to provide demonstration scenario’s for us to follow during the presentations?

No. Your demonstration should meet the requirements in Appendix D.

Question # 7: Can we select which day and time we would like to provide our demonstration in advance?

Registration is on a first-come first-serve basic. Please call the Contract Administrator for availabilities.

Question # 8: We noticed in the following questions: 31, 41, 42, 56, 60, 61 and 62 that House of Representatives uses the term "BELO" and "BELO Release Hours". It sounds as if the term BELO is referring to a Pay Category. Can you please explain these two terms?

Belo is one of three pay categories for Clerk employees and it is used for employees who support House floor activities. Belo employees tend to work longer hours while the House is in session so the overtime and comp rules for the Belo pay category is vastly different from the Exempt and Non-Exempt pay category. Belo release is one of three types of leave and used to record hours when Belo employees are released early due to the schedule.

If employee works more than 48 hours in a workweek, s/he will receive an additional amount above the guaranteed weekly sum for each hour worked over 48 (and up to 60 hours) at an hourly overtime rate. If Employee is floor dependent and works more than 60 hours in a workweek, Employee will receive 1.5 hours of compensatory time in lieu of overtime pay for each hour worked in excess of 60 during the workweek. Please refer to Appendix D for additional information.

Question # 9: Is the Contractor required to follow the U.S. House of Representatives (House) Systems Development Life-Cycle (SDLC) methodology for this implementation?

Yes. All projects are required follow the House SDLC policy. However, the first three phases (Project Definition, User Requirements Definition, System/data requirements Definition) have already been addressed with our preliminary work and this RFP. The last phases (Analysis/Design, Implementation & Training, and Sustainment) will be addressed with the contract award.

Question # 10: How many full-time and / or part-time dedicated resources will the Office of the Clerk commit to this implementation? Can you please specify the number of resources, their roles on the project, and their full-time / part-time statuses on the project?

We have a full time technical staff within the Office of the Clerk prepared to assist you when necessary with any hardware and networking issues. We will also assign a senior staffer as a Project Manager to assist with implementation. Three (3) full time employees within the Personnel department will also be available from the Office of the Clerk.

Question # 11: Will the Office of the Clerk need post-production support from the Contractor for this implementation? If so, can you specify the anticipated level of support desired?

No. Normal maintenance contracts covering software updates, etc. should be sufficient. We have a very capable technical staff.

Question # 12: We believe that the Liquidated Damages clause in Section F.4 of this solicitation poses an excessive amount of risk to the Contractor. Will the House consider revising the Liquidated Damages as shown in Appendix A?

The House will consider the request with the assistance of House Administrative Counsel.

Question # 13: We believe that the Payment for Non-Performance clause in Section F.5 of this solicitation, in conjunction with the Liquidated Damages, poses an excessive amount of risk to the Contractor. Will the House consider revising the clause as shown in Appendix A?

The House will consider revising the clause upon consultation with House Administrative Counsel.

Question # 14: The Key Personnel clause in Section G.6 of this solicitation does not provide a time limit on the restrictions regarding substitutions. Will the Office of the Clerk consider amending the clause (c) to state "Except as provided herein, the Contractor shall make no substitutions within the first six months of performance of key personnel unless . . ."?

No. The clause stands as written.

Question # 15: The Identification Badges clause in Section H.1 of this solicitation appears to provide for unlimited liability in the event that a card is irretrievable. Will the Office of the Clerk consider revising the clause as shown in Appendix A?

No. The clause stands as written.

Question # 16: In reference to Section L.1, Part C, will the Office of the Clerk please clarify whether the Federal government support experience descriptions requirement allows for 3 pages per project or 3 pages total for all project descriptions?

3 pages total for all project descriptions

Question # 17: In Sections L.1, L.2, L.3 and L.4 of this solicitation, it appears that the requirement is to hand deliver eight hard copies (one original plus seven copies) and one electronic version in Microsoft Word. Will the Office of the Clerk, please specify acceptable formats for providing the electronic version (e.g., CD, jump drive, email attachment, etc.) and labeling requirements?

The electronic version is acceptable on a CD. Please label each copy with the RFP # and copy number (1 of x).

Question # 18: Can the Office of the Clerk please clarify how this new application will interact with any other existing House of Representatives HR or payroll systems from which payroll checks are created and disbursed? Is there other existing documentation such as system diagrams or process flows that will illustrate the application dependencies or interaction/relationships? If so, can we receive copies of the available documentation?

There is no current requirement to interact with any existing House of Representatives payroll system.

Question # 19: Can you please define the process / methodology by which the requirements contained in this solicitation were developed and by whom? Is there a possibility that additional requirements will surface during the implementation? If so, will the Office of the Clerk consider a Time and Materials contract for this solicitation?

The current requirements were gathered by a Senior Systems Analyst from reviewing the current system and interviewing experienced professional staff from our Personnel department. There should not be any scope creep or additional requirements. A Time and Materials contract will not be considered.

Question # 20: In Sections C.1 and L.1 of this solicitation, the Office of the Clerk wants a guarantee that the application will run on the Office of the Clerk's existing infrastructure. Will the Contractor have an opportunity to evaluate the current infrastructure prior to the demonstration of the application?

Yes. We have experienced senior technical staff that can answer any questions about our current networking/hardware and software configurations. Individuals will be made available before and during the demonstrations for questions. Please contact the Contract Administrator.

Question # 21: What is the anticipated training path you would like to undertake? Onsite, Web-based, Train the Trainer, End User Training? How much of the training support do you expect from the vendor?

We expect training for Administrators to be provided by the vendor; the Clerk's office will provide training for end users. We would like two (2) hands on training sessions, one for Administrators and one Train the Trainer session for end users. We would prefer onsite training.

4 administrators will attend the Admin training and several key personnel will attend the Train the Trainer session. An Admin, End User, and Train the Trainer manual must also be provided for each attendee and one electronic copy of each manual must be provided for the Office of the Clerk.

Question # 22: Please provide integration requirements including source and target systems, frequency of interfaces, and type of data.

There will be no integration requirements. The HRMS will be a stand alone system with no interface requirements to any other systems.

Question #23: What is the go live date that is required for successful implementation?

Successful implementation is a working system that meets all requirements in Appendix D. The go-live date is contingent upon the proposed project schedule and when Personnel determine a cut-over date.

Question #24: What resources and dedicated team will the customer contribute to the implementation and training effort?

Please see the answer to question # 10 for implementation support and the answer to question # 21 for training.

Question #25: Is Section A of the RFP page 1 and Section B Price Schedules page 2? What level of detail is to be included in the Cost section?

All detail necessary for the House to determine the reasonableness of the cost.

Question #26: Please describe what is meant by K.3 g. Current staffing document.

A sample is provided as Appendix B.

Question #27: Will the vendor receive any feedback after the application demonstration and prior to the proposal due date?

No.

Question #28: Will the Office of the Clerk consider an Oracle solution for time card processing?

We are open to any solution. We will choose the solution that best meets the current and future needs of the Office of the Clerk.

Question #29: For the General Function regarding inserting comments for employee and employment information for each employee; please provide more detail about this requirement.

It is desirable to have an area to provide free form text for capturing general comments about each employee.

Question #30: Please provide additional detail regarding the following Employee and Employment Information requirements:

- a. Security Clearance Information
- b. Parking Information
- c. HS Pay scale by level and step
- d. Belo Release

- a. A field to indicate if the employee has a security clearance and what type (i.e., Secret, Top Secret, etc.);

- b. A field to indicate whether an employee has a parking space and the assigned number or area;
- c. The House has a pay scale similar in structure to the GS scale. There are 15 HS ratings starting at HS-1 going to HS-15. Each HS rating has 12 steps within. We need a place to store the rating and step for each employee;
- d. Belo release is one of three types of leave without pay, and used to record hours when Belo employees are released early due to the schedule.

Question #31: Are the approximately 300 employees who will be using the system Federal Civilian employees? Do they follow standard federal employee pay and leave rules?

No; the rules for Clerk employees are defined by each pay category and recorded in the time card using the pay with leave, pay without leave, and hours worked rules listed in Appendix D.

Question #32: For tracking pay periods by calendar month, is the Office of the Clerk using a monthly pay period or do you follow the federal bi-weekly pay period?

Monthly.

Question #33: For calculating overtime, could this be in the form of a validation message that informs the employee as to the proper transactions for their given timecard hours and pay plans? Or, does the T&A system need to generate timesheet transactions?

Validation messages are nice and should be included, however, the overtime calculations must be provided automatically based on the type of hours entered (Sick leave, Belo, Holiday, Annual, etc.).

Question #34: In the User Interfaces section, it states "The system must provide a client application for HR personnel". What does this mean? A web-based application or a thick client application?

The Personnel (Admin) department will be using more components of the system such as Maintenance, Ad Hoc Reports, Administrative duties, etc. It really does not matter if it is a thin or thick client as long as they have all of the functionality needed

Question #35: For Employee Information, it states "the system must notify the HR and Office Manager when an employee's Accrued Annual Leave rate is changed". Can the notification be in the form of an email message and/or task message?

Yes. An email would be fine.

Question #36: Please provide a listing of the vendors on the bidders list.

The House does not maintain a list of potential bidders. This RFP was released via FedBizOps and the Office of the Clerk's Solicitation web page. This RFP is open to all interested and qualified parties.

Question #37: Will you accept alternative terms for the Liquidated Damages and Payment for Non-Performance clauses F.4 and F.5?

The House will consider all requests with the assistance of House Administrative Counsel.